



THE  
**COMMUNITY  
FOUNDATION**  
OF THE NEW RIVER VALLEY

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**Office:**  
FNB Bank Building  
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50 North Franklin Street  
Christiansburg, VA  
24068-6009

January 18, 2008

Dear Community Friend,

The Community Foundation is pleased to announce the availability of up to 40 grants during its Spring 2008 Grant Cycle. Up to \$50,000 is available to fund charitable work that enriches our community. The typical grant award is \$500.

Please review the enclosed Request for Proposals and Cover Page for Proposals. All proposals submitted must use the required Cover Page for Proposals. Please **note** several changes in the ***Required Attachments*** section of the Request for Proposals document. In addition to your IRS 501(c)(3) letter, we require a copy of your most recent financial statement or most recent audit of your organization, a copy of your organization's operating budget, and a list of your current board members.

Should you have any questions or need for technical assistance, please contact us at 381-8999 or [cfnrv@cfnrv.org](mailto:cfnrv@cfnrv.org). The proposals are due in our office by **5 p.m. on Friday, March 21, 2008**. A postmark by this date is insufficient; we must receive your proposal in our office by this date.

If possible, please post this letter and the accompanying grant guidelines within your organization to share the opportunity to apply for a grant. The Request for Proposals and Cover Page for Proposals may also be downloaded from our web site at [www.cfnrv.org/grants/how\\_to\\_apply.html](http://www.cfnrv.org/grants/how_to_apply.html).

It is a part of the foundation's mission to support the work you do to strengthen connectedness and trust in our community, no matter where you are located in the New River Valley. We thank you for your work and commitment to serve, strengthen, and sustain the quality of life unique to our rural, small town community. We hope that you take this opportunity to apply for a Community Foundation grant.

We would like to recognize and thank our donors for their vision, confidence and support of the Community Foundation and its grant making. We consider this group of individuals and businesses one of the greatest resources of our community.

Yours in Community,

Andy Morikawa  
Executive Director

Enclosures: (1) Request for Grant Proposals; (2) Cover Page for Proposals (3) Funding Source List: 2008 Grant Cycle 1

# REQUEST FOR GRANT PROPOSALS

## 2008 Grant Cycle 1 (Spring)



**DEADLINE for GRANT REQUESTS: 5 p.m., Friday, March 21, 2008**

### Overview

The Community Foundation of the New River Valley is pleased to announce the opportunity for up to \$50,000 in grants for the Spring of 2008. The Community Foundation will award 40 or more grants. A typical grant award is \$500.

### Description of Available Funding

The Community Foundation supports work that enriches the spirit and life of our community in the following **fields of interest**: social services, education, arts and culture, health, libraries and museums, religion, community and civic affairs; and conservation and preservation of natural, historical, and cultural resources. See Funding Source List for more information.

### Eligible Applicants

To receive funding, organizations must meet the following criteria:

- Based in AND serving at least one of the following geographic areas: Floyd, Giles, Montgomery, Pulaski counties, and the City of Radford.
- Non-profit, charitable organizations, usually those designated 501(c)(3) by the IRS; or units of local government, such as libraries and public schools, may apply. **Prior applicants funded or not funded are encouraged to resubmit proposals or send new proposals for consideration.**
- Note: Some applicants that do not have 501(c)(3) status but would qualify if they applied for tax-exempt status may wish to work with a partner organization or fiscal agent with 501(c)(3) status. Please contact the Community Foundation for details.

### Operating Funds

The Community Foundation understands that modest amounts of money are sometimes the significant difference between success and failure for new projects. The foundation will consider funding for both new and ongoing program needs.

We do not, however, generally fund “bricks and mortar” projects such as building funds. Historically, our focus has been on funding programs, not the buildings that house them.

### Additional Resources

The Community Foundation staff is available to assist applicants. Please contact us via e-mail at [cfnrv@cfnrv.org](mailto:cfnrv@cfnrv.org) or by phone at (540) 381-8999. A copy of this request for proposals is available on our web site at [www.cfnrv.org](http://www.cfnrv.org).

### Proposal Requirements

Applicants **MUST** include the following information and documents with all proposals:

#### 1. Cover Page (REQUIRED FORMAT)

Cover pages **MUST** use or follow the format on the enclosed sample (see white sheet of paper). If your organization chooses to use the enclosed sample, you must **TYPE** the answers in the corresponding blanks. If your organization chooses to **CREATE** its own cover page, the result must look *exactly* like the one enclosed. It is 10 pt. Times Roman with 1-inch margins. This proposal and the cover page can be downloaded from our web site at:

[http://www.cfnrv.org/grants/how\\_to\\_apply.html](http://www.cfnrv.org/grants/how_to_apply.html)

#### 2. Narrative

The narrative explanation of your project shall be at most **one (1) page in length**. (Please use a standard font such as Times Roman at 12 point, single-spaced, with 1” margins, if possible.) You may complete this section in question/answer format using the following questions. You must provide the following information, but are not limited to the questions listed below.

- What is your organization's mission? Its charitable purpose?
- What is the Community Foundation *field of interest* that this proposal addresses?
- Explain in detail the project or activity to be funded. Include information about the population you serve and the service you provide. How many people will benefit/be served?
- How does the proposed project relate to your organization's overall purpose? If this is a new initiative, please explain why you are beginning this project.

- What partnerships, cooperative efforts or collaborations are involved in this project? Include organizations or groups that you propose to serve with specific programs or events. Please document these joint efforts with letters of endorsement from the groups or individuals. The letter from the group or individual must clearly state that they agree to the work as it is outlined in your proposal. Please call our staff if you have questions about this requirement.
- What are your major goals for this project?
- What challenges do you feel your project might face? How do you plan to deal with them?
- If you have received a grant from the Community Foundation in the past, how did you use that grant?
- A project budget

### 3. Required Attachments: (Note these new requirements) (Only **ONE** copy of each required attachment)

- **One copy of your IRS 501(c)(3) determination letter. We do not make grants to 501(c)(4) organizations.**
- **One copy of your most recent financial statement or most recent audit of your organization.**
- **One copy of your current operating budget**
- **One copy of a list of current board members**
- If another organization is participating in the work of this project, we must have a letter of collaboration from each partner organization(s) or other groups with whom your proposal specifies a working relationship.

### 4. Optional Attachments

- **Up to three (3) letters of support.** You may submit letters from individuals or organizations with whom you have worked.
- **One publication.** If a publication by your organization clarifies your grant proposal, you may submit one copy that will be available to our selection committee for its review. However, in most cases the grant proposal should be able to stand on its own merit.

### 5. Proposal Checklist...

Please make sure you submit **one (1) unstapled original and twelve (12) stapled copies** of your grant proposal. This is a total of 13 proposals. Each copy should include:

- Cover Page for Proposals using the required format
- Narrative (1 pg)

- Budget
- Letter(s) of collaboration from partner agencies or organizations (required if another organization is participating in the work of your proposed project)

The grant proposal package must include **one** copy of:

- Your organization's or your fiscal agent's IRS 501(c)(3) determination letter
- Your organization's most recent financial statement or most recent audit of your organization.
- Your organization's current operating budget
- Your organization's list of current board members

## Proposal Deadline

All grant proposals (**1 unstapled original and 12 stapled copies**) must be received no later than **5 p.m., March 21, 2008** in the foundation office. Grants received after **5 p.m. on March 21, 2008** WILL NOT be considered for funding. If you would like confirmation that your proposal has been received, please enclose with your proposal a self-addressed, stamped postcard which we will return to you when we receive your proposal.

### Mail Proposals (1 original, 12 copies) To:

The Community Foundation  
of the New River Valley  
P.O. Box 6009  
Christiansburg, VA 24068-6009

### Or Hand-Deliver Proposals To:

The Community Foundation Office  
FNB Building, Second Floor  
Main & Franklin Streets, Christiansburg, VA  
(Please, do **NOT** mail to the FNB address.)

**Phone:** (540) 381-8999

*Faxed or e-mailed submissions will not be considered.*

## Grantee Expectations

Once funded, grantees are expected to commit fully to the project described. This commitment includes the completion of a post-grant evaluation for the Community Foundation by **July 31, 2008**. The Community Foundation also asks grant recipients to help support the foundation's work by mentioning grant funding in press releases and publicity associated with the funded project. Grant award winners will receive a media kit to help them with publicity and the foundation staff can offer advice as well. The continued growth and success of the Community Foundation relies on the continued growth of community support and awareness. If you need guidance in this area, please call our staff for assistance at (540) 381-8999.